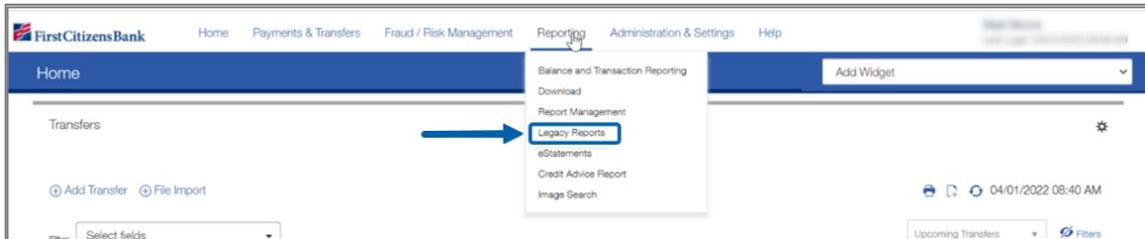


Access Commercial Loan Information Reporting via Legacy Reports

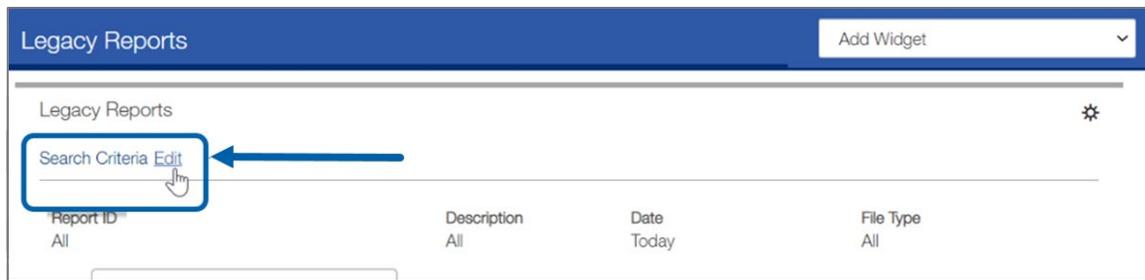
For customers familiar with accessing Loan Reporting information within BeB, a new process to find and view this information in Commercial Advantage is listed below.

Commercial Advantage

1. Log in to Commercial Advantage. Hover over **Reporting**, then select **Legacy Reports**.

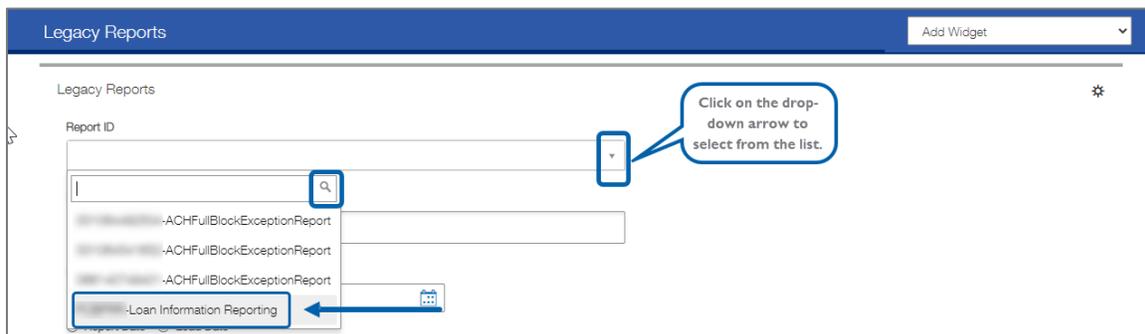


2. Select **Edit**.



3. Click on the drop-down arrow to select a **Report ID** from the list. Select **Loan Information Reporting**.

Note: ACH Full Block Exception Report may not be visible by all users. The user may only see the report if they are enrolled in that service.



Commercial Advantage



4. Choose a **Description**.

Legacy Reports

Report ID
[Redacted]-Loan Information Reporting

Description
[Empty]

ACH Full Block Exception Report
Loan Information Reporting

Report Date Load Date

5. Select the **Date** range by clicking the calendar icon . Choose from either the **Report Date** or the **Load Date** radio buttons. Once the report criteria is complete, click on the **Search** button.

Legacy Reports

Report ID
[Redacted]-Loan Information Reporting

Description
[Loan Information Reporting X]

Date
02/27/2022 - 04/27/2022

Report Date Load Date

File Type
[Empty]

Search

6. The report list is displayed as below. Click on the **View** link to view the report.

Legacy Reports

Search Criteria [Edit](#)

Report ID: [Redacted]-Loan Information Reporting Selected Description: 1 Selected Date: 02/27/2022 - 04/27/2022 File Type: All

Filter: Select fields

Actions	Report ID	Description	Report Date	Load Date	File Type	Number of Pages	
View	[Redacted]-Loan Information Reporting	Loan Information Reporting	04/07/2022	04/08/2022 11:04:11	Report	2	
View	[Redacted]-Loan Information Reporting	Loan Information Reporting	04/07/2022	04/07/2022 15:48:26	Report	1	

Viewing 1-2 of 2 records Display: 50 per page Page: 1 of 1

Commercial Advantage



7. The report will be displayed in the following format.

Loan Information Reporting

Export As

1 of 2

First Citizens Bank

LOAN INFORMATION REPORT
As Of 04/07/2022

Loan Type	Facility/ Loan Account Number	Facility/ Loan Account Name	Facility Amount	Current Balance	Available Balance	Maturity Date
Revolver/Standard		Revolver	\$			11/03/2020
Bankers Acceptance						11/21/2019
Bankers Acceptance						03/26/2017
Bankers Acceptance Loan						07/26/2017
Revolver/ReducingTerm SBLC Guarantee		Loan	\$			11/03/2020 01/25/2017